QUESTIONS & ANSWERS CfA # Weber – G-01

Small Grant Facility for Civil Society Monitoring of Public Administration Reform at Local Level
Deadline for application: 17.03.2017
Deadline for submission of clarification questions: 17.02.2017
Information session: 24.02.2017

Applicants will find below a series of questions and answers that have been uploaded on www.par-monitor.org

	Questions/Remarks	Answers
1.	We are freshly funded NGO consisted of young professionals and we have great cooperation with local media radio, TV and print-media organisations. However, we still don't have one year experience in order to apply for the proposal, we only have about 7 months of experience. Will our proposal be rejected on administrative/technical checks, or you will take into account our proposal?	According to the CfA, point 2. Conditions for participation, in order to be eligible the applicant must be founded at least one year before the announcement of this call. Not meeting this criteria will result in failing in administrative check procedure.
2.	Is your call directed to organizations that work with a particular group at the local level (in our case the young), which also monitor and evaluate policies, but for young people (e.g. youth policy, strategy - development, advocacy and implementation).	The organization (applicant) should have a track record of success in the implementation of projects in the fields of public administration reform as explained in point 3. Content of the projects – of the CfA or proof of personal experience and or/qualification of at least one proposed member of the project implementation team in these areas and not separate policies.

		An organization which has worked so far on specific policies, but does fulfil any of these two criteria, is eligible if the project it proposes falls within the priorities of the call. Note that, in line with SIGMA's approach, specialized services, such as health, education, social services, etc. are not covered by the term public services and should not be covered with the project proposals.
3.	Our organisation operates over two years and contributes voluntarily to the elderly who come near our center and spend time offering services and care while every weekend we organize meetings with physicians and provide consultancy in relation to diseases that affected this group and give them better care for their health and a good old age. We organize workshops with the women of the city and surrounding areas on the role of women in society and their opportunities for employment in the craft business. We have organized many meetings with youth and provide information on the consequences and damage caused by drugs, tobacco, alcohol, or in their lives and seminars such as the care of sexually transmitted diseases, etc. Are we eligible to apply for grant?	The organization (applicant) should have a track record of success in the implementation of projects in the fields of public administration reform as explained in point 3. Content of the projects – of the CfA OR proof of personal experience and or/qualification of at least one proposed member of the project implementation team in these areas. An organization which has worked so far on specific policies, but does fulfil any of these two criteria, is eligible if the project it proposes falls within the priorities of the call. Note that, in line with SIGMA's approach, specialized services, such as health, education, social services, etc. are not covered by the term public services and should not be covered with the project proposals.
4.	Could we monitor a municipality from another town different from the one that we are based on?	One or more municipalities throughout the country can be monitored. The activities are not limited to the place where the organization is located.
5.	We are a non-governmental organization. We are familiar with the call for applications but don't know where to find the application form.	The application forms can be downloaded from http://www.par-monitor.org/posts/apply-now-small-grant-facility-for-support-for-civil-society-monitoring-of-par

6.	Our organization is looking forward to apply for the CALL FOR APPLICATIONS – Small Grant Facility for Support for Civil Society Monitoring of PAR, as published on your website. Please let us know if our Organization can apply, and if we yes, to whom we shall send the application form completed?	Check the conditions for application under point 2 of the CfA and evaluation criteria under point 5 of the CfA. The CfA is available at http://www.par-monitor.org/posts/apply-now-small-grant-facility-for-support-for-civil-society-monitoring-of-par . In the CfA there are instructions for the application as well.
7.	May the applicant have a partner on the project and what is the maximum number of partners? May the applicant be a partner in another project? Can the costs incurred by the partners during the project, be financed from the approved project budget?	In this CfA, the applicants should apply without partners.
8.	Can the project be implemented at the level of the city as a which unites more municipalities? - comprised by more municipalities,	Yes, the implementation of the project can take place on the level of a city as LSGU local government, but also can take place in one of the city municipalities.
9.	We are officially registered network of civil society organizations and individuals, and operate from 2010. The role of the executive office has been taken by one of the organizations, which is responsible for the functioning of the network. This means that the network has no employees and its activities are implemented through cooperation with its organizations. Can the network apply?	According to the CfA, point 2. Conditions for participation, in order to be eligible the applicant must be a legal person. If the network is registered as a legal person, it is eligible to apply for a grant.

10.	Please explain the seventh item (page no. 7 of the CfA) types of projects that are not eligible to receive financial support and which reads: projects that fall within the general activities of competent state institutions or state administration services, including local government.	The applicants should foresee monitoring of the activities that fall within the scope of SIGMA principles adapted to local level (priorities of this CfA), take part on consultations, advocacy activities and alike. The applicants should not replace the activities of the institutions/LSGUs. Additionally, the activities that fall under the obligations and duties of the municipalities themselves cannot be funded by the project.
11.	In the call you specify a couple of principles as an example of how the monitoring should look, but we as an organization want to know whether there are priorities in monitoring of certain principles of local self-government or the monitoring refers to the whole operation of the local self-government. Could you clarify which are priority principles to be monitored, if any, not to waste time and resources on irrelevant principles (if at all there is irrelevant)?	Part 3. Content of the project of the CfA are not examples on how should the monitoring look. All listed are priorities and they have been carefully selected from six SIGMA areas/principles and adapted to the local level. So, all listed under point 3.Content of the projects are relevant for grant applications.
12.	Is a private educational institution – faculty eligible to apply for grants?	According to the CfA, point 2. Conditions for participation, in order to be eligible the applicant must be non- profit. A private educational institution is not eligible to apply for grants in this CfA.
13.	If we apply for project falling within one SIGMA area do we have to cover all principles listed in the call that fall within that SIGMA area?	According to the CfA, the project application should address on one/several principles (as adapted to the local level within the CfA). There is no limitation nor a requirement as per the number of principles within an area for applications.
14.	Can we submit a project application with media as our partners?	In this CfA the applicants apply without partners.

15.	How to present media in the project budget?	This depends on the project proposal activities. A usual way to budget such activities would be under the services part of the budget.
16.	Do we have to provide proof in the project application of prearranged cooperation with the media?	Cooperation with the local media and their role in the implementation of the project needs to be elaborated and secured for the project. Proof of cooperation is not a requirement, but narrative elaboration of such cooperation. Note that it does influence the scoring of the project application and that it is important.
17.	Can we submit project application on local languages (ex. Albanian, Macedonian, Serbian) ?	The applications can be submitted in local languages. However, Annex 3 should be filled in the English language.
18.	Does the application has a limit of the number of words?	Each part of Annex 1_Application form, has explanations for filling out the form stating also the limit of the number of the words.
19.	Can we plan experts and volunteers in category human resources?	The budget category can have volunteers, researchers and alike. Guideline on filling the budget is contained in the budget application form.
20.	Do we need to send the application as hard copies by post as well?	Applicants should submit their proposal and required documents solely via e-mail to weber.grants@epi.org.mk CC: ardita.abazi-imeri@epi.org.mk (Project's Grant Manager). E-mails must have " CfA # WeBERG-01: (country)_ Application " in the subject line (ex. " CfA#Weber-G-01: Macedonia_ Application").

21.	How will the selection of projects be done? Will the selection be based by areas of SIGMA? Will the SC try to ensure that there is project application per area?	The selection for each country will be done by a Selection Committee comprising the Program Manager, the Grant Manager and two representatives of the respective country's implementing organisations. The evaluation will be done according to the relevance of the applications received. Preference is not given to any particular SIGMA principle.
22.	How to treat the issue of VAT: Should we plan the budget without the costs of VAT? How to justify the exemption of VAT?	As this is the project funded by the EU, VAT is not an eligible cost. Special info session will be held with CSOs that are awarded the grant to elaborate on this issue.
23.	Project summary – how extensive does it need to be and is it necessary to write it in English?	Project summary should not exceed one page, a stated in the annex 3 – explanation. It should contain the most important aspects of the project. It is imperative that the summary (Annex 3) is written in English.
24.	Regarding to the capacities of the organization and working in one or several fields of interest for this application. Does this refer to our projects? Do we need to just list our experience/projects or do we need to send reports on our previous projects? Providing proof of success in the PAR area?	Only list the implemented projects (up to 5) by your organization, related to public administration reform (short resumes of organizational/project staff with experience in PAR). Describe the summary of the archived goals and results.
25.	As project idea, can we create cooperation with the municipalities on the issue of designing official plans of integrity?	Researching/monitoring of whether such plans exist, their effects and implementation and perhaps recommendations regarding that issue can be part of the project. However, please note that activities that fall under the obligations and duties of the municipalities themselves cannot be funded by the project.
26.	What is implied by "public services" in municipalities?	In the context of local government, public services can be any services provided to the citizens and/or businesses by the local administration (e.g. issuing of birth

		certificates, issuing of specific permits or licenses, etc.). Please note that, in line with SIGMA's approach, specialized services, such as health, education, social services, etc. are not covered by the term public services.
27.	Can we envelop several municipalities in the project proposal?	Yes, projects can focus on more than one municipality. However, please note that the projects need to have local orientation, rather than central/national orientation.
28.	Is there a recommended number of municipalities we should take into consideration of the project?	There is no prescribed number - however the project can cover several municipalities.
29.	Do we have to secure the permission of the municipalities for doing the monitoring when we apply for the project?	It is not a requirement for any project proposed under this CfA. The CfA rather aims at supporting independent monitoring by civil society organisations, which implies that no permission or support from municipalities are needed.
30.	Are there specific limitations regarding budget? For instance – is there specific percentage that must not be crossed for human resources, etc. Are lecturers on workshops considered to be human resources if our project is based around workshops and trainings?	There are no specific limitations for individual budget lines. However, please note that the budget should correspond to the activities described in the project proposal and that workshops and trainings should not be the main activities of the projects supported under this CfA.
31.	Management and structure of the organization – what should we list.	Director/executive director, existence of boards (ex. Management, supervisory board), program directors, and alike.

32.	Is it a problem for assessment of our application if our website is not currently functioning?	Functionality of the applicants website is not a criteria for evaluation of the application.
33.	Will the recipients of the grants receive additional trainings on SIGMA PAR principles? Will this be done through National working groups?	All monitoring done through the WeBER project is based on SIGMA PAR principles and the project content for small grants must also be based on them. The awarded grantees will be obliged to take part in other WEBER project activities, including training.
34.	Budget form – the title of a column "Unit" – has a confusing translation in B/H/S language.	The term used in the local languages "linija" - is not adequate. It should be "jedinica" (jedinica mjere – unit of measurement). For clarification purposes please check other (or English) language versions if it facilitates your application. Please note that due to the technical mistake, within the Application package for Serbia and Montenegro Annex 2. (budget template) was given in English instead of in local language. The Application package is updated with Annex 2 in local language, as of March, 7 [th] 2017. However, both budget versions (in English and in local language) will be accepted within the applications that are submitted by CSOs registered in Serbia as well as within the applications that are submitted by CSOs that are registered in Montenegro.
35.	Regarding Brčko District: can we do a project monitoring a subdivision of the BD government regarding cooperation with CSOs? District Brčko has no municipalities but rather several local communities? Can we monitor them?	District Brčko has a specific institutional setup and position. It can be observed as a town.

36.	Should 20% be pre-financed?	There will be a session for CSOs that are awarded grants on financial operation rules. However, the 20% will be covered through the invoices that will be paid after grantee receives the full amount of the grant.
37.	Eligible activities – can the project propose the activity which local administration is already doing?	The activities of the project proposals according to the CfA cannot replace the activities of the institutions but should be monitoring/advocacy or similar activities.
38.	Organisations have media centers with which they will be cooperating. Is the proof needed? Should there be a contract?	Proof of cooperation is not a requirement; Only narrative elaboration within the application will be evaluated.
39.	How to initiate cooperation with the local media which already monitors the work of LSG (and favors LSG), if the project is proposing activities that have aim to objectively monitor the work of LSG, and the media works closely with LSG and is not objective as previously stated?	The proposed projects should establish cooperation with independent local media.
40.	Involvement of more organisations – is it a problem to relocate the money to organisations in other municipalities?	In this CfA the applicants should apply without partners. Hence, such reallocation is not possible.
41.	Fees for the media – how should they be included when circumstances on the local level require that media resources should be planned through a project? For instance, studio appearance needs to be paid.	The specific media services that media usually charge can be budgeted. However, this is not considered to be cooperation with the media, in this case media is service provider like any other. Establishment of the cooperation with the media should be on conceptual level, e.g. having media support the project activities through its work or/and having journalist to participate in the activities in order of strengthening of their capacities for monitoring of the PAR processes

42.	What does the criterion for geographical representation refer to?	Geographical representation refers to operation at local level, to cover monitoring of one or more LSGUs, region(s) covered, to take into account ethnic representation (where applicable).
43.	Apart from the bodies of local self-government, which other government bodies can be used for monitoring (National Bank, State Commission for Protection of Competition, Commissioner for Information of Public Importance)? Are all bodies and Institutions that operate at local level eligible to be monitored?	According to point 3 Content of the projects of the CfA focus should be on LSGUs.
44.	Can we monitor the National Council of Roma National Minority – they do not spend money, they are not transparent	The focus of the Grant Facility is on Public Administration Reform and work of Public administration at the local level (more specifically LSGUs). The Councils of the National Minorities, including Roma Council are not Public Administration in the sense of this CfA.
45.	Can we monitor the work of the Coordinator for national minorities?	The focus of the Grant Facility is on Public Administration Reform and work of Public administration. According to point 3 Content of the projects of the CfA focus should be on LSGUs.
46.	Regarding the Agency for Development as well as for other utility enterprises, can we monitor their work?	According to point 3 Content of the projects of the CfA focus should be on LSGUs. To the extent that such an agency is part of the local administration, it can be included in the monitoring, but only if the project focuses on the thematic priorities listed in the CfA.
47.	Is PAR Monitor used for research e.g. as the basis of the methodologies described within the proposed projects?	The methodology of research activities should be proposed by the applicant.

48.	Are we obligated to use SIGMA indicators and methodology?	No. SIGMA principles relevant for this call have been adapted for local level monitoring. The methodology for monitoring of these principles should be proposed by the applicant.
49.	Should one or more principle be used?	One or more principles can be monitored, if needed and if feasible.
50.	Can we submit more than one project proposal?	No, each CSO can submit only one project proposal.
51.	Can we have a training for representatives of civil society to acquire skills for monitoring?	Yes, but according to the CfA, the number of trainings, workshops and seminars should be limited. Please refer to point 3 Content of the projects, Types of activity which may be financed under this CfA and types of projects are not eligible for financial support. WeBER project will organize such training activities in which local CSOs (including grantees) will be involved as trainees.